

# University of Reading

## Supplier Request Form – FAQ's

### Contents

Version Control .....	1
FAQ's .....	2
What is the new supplier set-up process? .....	2
Are there pre-requisites? .....	2
Who Should I send questions to? .....	2
How can I see the status of my request? .....	2
Why to need to complete the services section of the form? .....	2
Glossary of Terms.....	4
Templates.....	4

### Version Control

Version	Date	Description	Author
1.0	23/06/2017	Draft FAQ Guide for New Supplier Request Form	Keren Bass
1.1	12/05/2021	Change to service provision value	Rekha Mistry

## FAQ's

### What is the new supplier set-up process?

The new supplier set up process allows for the request of suppliers to be added to the system, following the due diligence checks that are required.

### Are there pre-requisites?

Before a new supplier request is made, please read the guidance that is provided on the procurement web site at:

<https://www.reading.ac.uk/closed/procurement/orderinggoodsandservices/proc-newsupplierform.aspx>

### Who Should I send questions to?

Different teams of people are able to help dependent on the query. These are:

- Finance Transaction Team – Data input, form progress queries
- Finance System Team – Menu access only

### How can I see the status of my request?

There is an online history of requests giving visibility of the status of the request. Please review report RSU06 to see the status of your requests. Details about this report is in the reporting guide.

### Why to need to complete the services section of the form?

This section only needs to be completed if services more than £1,000 per annum are to be supplied and the supply is not for a Landlady/Landlord, hotel or accommodation or catering or not for a Public or Local Authority.

- The University must consider whether a person either:
- as an individual, or
- as a partner in a partnership or
- through a Personal Services Company (where the Individual who will provide those services owns 5% or more of the share capital of that Company)
- is providing services to the University, which can be paid without deduction of tax and national insurance.

If you indicate on the Goods and Services tab of the New Supplier Request Form that it is a service that is being supplied, and that service is:

- more than £1,000, or
- NOT supplied by Landlords/Landladies or
- Not supplied by Public Bodies or Local Authorities or
- not for the supply of accommodation (e.g. hotel) or catering services,

you will need to indicate in the appropriate drop down box below the Services section heading (Provider Type), whether that supply is being made by:

- An Individual (as a self-employed person)

- Partnership (usually the business name will say 'Partner' or 'Partnership' or 'LLP')
- Personal Services Company (as defined above – you may need to ask the Supplier this or University Staff member who has requested that you complete the New Supplier Request Form about this)
- Company which is not a Personal Services Company
- Don't know whether the Company is a Personal Services Company (you may have to select this option if you aren't able to get the information you need to work out if the Company is a Personal Service Company)

Unless you are able to select the option 'Company which is not a Personal Services Company' you will need to complete (or ask the University of Reading staff member if you are completing the New Supplier form on their behalf) to complete, an ESQ (Employment Status Questionnaire (found on the Procurement Website at: - <http://esq.private.reading.ac.uk/closed/procurement/esq/>). Having made sure the rest of the New Supplier Request Form is completed, you should submit the form and the system will automatically refer the request to Procurement who will check that the ESQ is prepared where appropriate and then refer the Request on to the Tax Team for a more detailed review of the position.

This tax review is complex and each Supplier and type of supply must be looked at on a case by case basis. The information you provide in the ESQ will be used to consider whether or not the engagement would be accepted by HM Revenue and Customs as one not requiring us to account for tax and NI before paying the worker. The assessment is made based on a wide range of factors and is based on case law rather than legislation in the majority of cases. Some of the factors taken into account will be:

- can the worker provide a suitable substitute if they do not wish to do the work which the University would have to accept (and is there evidence of this happening at some time)
- can the worker rather than the University decide how, where, and when they do the work
- is the worker paid a fixed fee so they can profit if they work efficiently
- does the worker provide materials at their own cost, have insurance, advertise their services, provide their services to other organisations

Based on the information provided the Tax Team may:

- approve the ESQ and New Supplier Request form, and the form will go back to Procurement for the contract to be drafted
- reject the ESQ. In the case of an individual, they will be put through the Payroll as an employee or for a limited company or partnership, Procurement will arrange for a contract to be drafted and arrangements will be made with Payroll to deduct tax and National Insurance before payment of any invoices
- refer the ESQ back to the submitter for additional information

## Glossary of Terms

## Templates