



Scottish Natural Heritage

All of nature for all of Scotland

Providing Goods and Services to SNH

Scottish Natural Heritage continually seeks to improve the way in which it operates in order to deliver sustainable economic growth, care for the natural world, enrich people's lives and provide a high quality public service, all as set out in our Corporate Plan.

Scottish Natural Heritage are working hard to address barriers to business by consulting and operating effective procurement practices that ensure a varied and competitive marketplace for businesses and organisations of all sizes. We are committed to improving fairness and transparency in the way we procure goods and services.

To simplify and standardise our processes to ensure consistency and help minimise costs to suppliers Scottish Natural Heritage:

- Have an electronic purchase to pay system
- Use Government Purchasing Cards (Visa)
- Advertise our Regulated contract opportunities via www.publiccontractsscotland.gov.uk

These improvements provide benefits to suppliers by ensuring:

- A more open mechanism to raise awareness of our contract opportunities
- A quicker, more efficient method of processing orders by e-mail
- Aim for a 10 day BACS payment process for invoices with a valid Purchase Order number
- Aim for a 4 day payment process for payment by Government Procurement Card
- A more robust and compliant process in line with National and European regulations

Key to the success of our operations and to our commitment to ensure a varied and competitive marketplace for businesses and organisations of all sizes is our **Code of Conduct**, which sets out in clear terms a suppliers' commitment to working with Scottish Natural Heritage and our commitment to suppliers. The Scottish Natural Heritage **Code of Conduct** is attached on the reverse of this page.

By returning the enclosed information sheet (Appendix 1 plus Appendix 1a if you are a sole trader / Personal Service Company / Partnership), you are agreeing with our Code of Conduct. We will then complete the process to set you up as a supplier/contractor for SNH.

Please understand that business with Scottish Natural Heritage will not be conducted until the relevant Appendix has been returned fully completed.



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SUPPLIER CODE OF CONDUCT

Scottish Natural Heritage recognises the need to provide a fair and open approach to tendering.

Of particular relevance to our relationship with our suppliers, we will:

- Keep the tender process as simple as possible, but consistent with achieving best value/value for money, to help minimise costs to suppliers.
- Pay promptly and normally within 10 working days of a valid invoice.
- Offer meaningful feedback to suppliers on the evaluation of their proposal at the end of the tendering process.
- Consult with the business community to identify and help reduce barriers to business
- Publish guidance for the business community on tendering for opportunities.
- Train our procurement staff in the use of best practice procurement.

As a supplier or contractor working with SNH, we expect you to:

- Uphold the credibility of SNH and not bring SNH into disrepute.
- Work with us to consider your own impact on nature and wildlife – avoiding pollution and waste, reducing energy and travel - as well as complying with any specific sustainability criteria written into your contract with us.
- Support SNH climate and sustainability goals and abide by all applicable environmental laws.
- Supply Fair Trade and/or ethically produced products where available.
- Comply with relevant employment, equality and health and safety law and human rights standards.
- Adopt fair work practices for all workers engaged on delivering SNH contracts.

Please note:

- Suppliers **MUST NOT** accept instructions from SNH without an official purchase order number.
- Purchase order numbers **MUST** be quoted on all invoices and your invoices should be e-mailed to transactions@nature.scot or be sent to:

Scottish Natural Heritage
Transaction Services
Great Glen House
Leachkin Road
Inverness
IV3 8NW

- Any invoices received without a valid purchase order number will be returned and will be required to be re-submitted with the correct purchase order number.
- Invalid purchase order numbers include: purchase orders that are closed (ie. been used before in payment of another single invoice) and/or of not enough value to cover the invoice submitted.
- SNH's purchase order numbers start with NS followed by five numeric characters.
- Sole Traders are required to declare their Unique Tax Reference number (UTR) provided by HMRC.
- Personal Service Companies are required to provide their Company Registration Number.
- SNH Regulations do not allow for payment in advance of receipt of ordered goods or services.
- Suppliers/contractors are advised to register with www.publiccontractsscotland.gov.uk - a free service which SNH uses to advertise regulated contract opportunities.

Instructions for completion - Please read carefully

Companies and individuals wishing to supply goods and/or services to SNH **must** complete this form, returning it by email or by post. All forms must be emailed to: procurement@nature.scot or posted to: Procurement, SNH, Freepost RTJZ-XGYC-ASRG, Great Glen House, Leachkin Road, Inverness, IV3 8NW.

Electronic forms must be locked once fully completed by clicking the lock button at the bottom right of this page. If you also have to complete appendix 1a, please do not lock the document until complete.

(Please note that this is irreversible and no changes can be made to the document once this button has been clicked).

Have you previously completed work for SNH?	Yes	<input type="checkbox"/>	If yes & you are amending details held by SNH, please highlight changed information in the tick boxes below
	No	<input type="checkbox"/>	
Your Contact within SNH			
Company Type	Sole Trader	<input type="checkbox"/>	Please also complete Appendix 1a
	Partnership	<input type="checkbox"/>	Please also complete Appendix 1a
	Personal Service Company(PSC)	<input type="checkbox"/>	Please also complete Appendix 1a
	Limited Company	<input type="checkbox"/>	
	Public Sector Organisation	<input type="checkbox"/>	Other (please specify in the space below):
	Construction Related	<input type="checkbox"/>	
			Tick boxes below to indicate any changes
Company / Payee Name			
Address			
Postcode			
Phone Number (incl. STD code)			
Purchase Order e-mail			
Remittance e-mail			
Web Address			
VAT Registration Number			
Company Registration Number			
Brief description of goods & services supplied by your company			
Bank Name			
Bank Address			
Name on Account			
Account Number			
Sort Code			

By completing and submitting this form, you certify that all payments due to you by Scottish Natural Heritage (SNH) can be paid by BACS into the account stated above, and you acknowledge that SNH may, if required, obtain credit information through an approved credit checking agency.

In sending this information electronically via email to SNH you are accepting the risk that it may be intercepted or copied enroute to SNH by a third party, as this email is not being sent through a secure channel/process.

You also acknowledge that once we have this information, we may be legally required to share the contents with the National Fraud Initiative and/or with Her Majesty's Revenue and Customs departments or associated government agents. Other organisations we share our finance system with may be able to see some of your information (company/trading name and address only).

All personal data provided in this form, or obtained by SNH in connection with this application to become a supplier/contractor for SNH and thereafter, will be processed in accordance with SNH's privacy notice (which is published on SNH's website (<https://www.nature.scot/about-snh/access-information-and-services/access-information/privacy-notice>)). By completing and submitting this form, you confirm that you have had an opportunity to review SNH's privacy notice.

Name		Position		Date	
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Scottish Natural Heritage – Sole Trader / Personal Service Company (PSC) / Partnership

This form must be completed in addition to Appendix 1 by any Sole Trader / PSC / Partnership:

- SNH will establish the Employment Status through the use of the [HMRC ESI tool](#).
- All personal data provided in this form, or obtained by SNH in connection with this application to become a supplier/contractor for SNH and thereafter, will be processed in accordance with SNH's privacy notice (which is published on SNH's website (<https://www.nature.scot/about-snh/access-information-and-services/access-information/privacy-notice>)).

SOLE TRADER / PSC / PARTNERSHIP HMRC REQUIRED INFORMATION

Name:	
Unique Tax Reference or Company Registration Number	
National Insurance Number if sole trader/partnership	
Address registered with HMRC if different to the one given in appendix 1	
Registered with Publiccontractsscotland.gov.uk	Yes No

*Purchase Orders will be emailed to you from SNH Corporate <procurement@nature.scot>
Please ensure this email address is added to your e-mail 'safe' list, so our correspondence can be received.*