| 1. GENERAL DETAILS | |
| --- | --- |
| Purchasing Org | 9030 – London Borough of Hammersmith and Fulham |
| Supplier Name |  |
| Trading Name (if applicable) |  |
| Business type (e.g.) Ltd Company, Sole Trader, Charity, Individual |  |
| Company Reg No |  |
| Charity Registration No. |  |
| VAT Registration Number |  |
| Member of Construction Industry Scheme (CIS) - Y or N |  |
| Unique Tax Reference (CIS only) |  |
| National Insurance Number (CIS Sole Traders only) |  |
| 1. CONTACT DETAILS | |
| Address |  |
| Postcode |  |
| Country |  |
| Contact Name |  |
| Contact Phone Number |  |
| Contact Email – Purchase Orders |  |
| Contact Email - Remittances (if different from above) |  |
| 1. SELF SERVICE INFORMATION\*\* (See Information below regarding Supplier Self Service) | |
| Finance Contact – Name |  |
| Finance Contact – Job Title |  |
| Finance Contact – Email |  |
| Secure Access Mobile Number (1) |  |
| Secure Access Mobile Number (2) |  |
| 1. Bank Details | |
| Account Name |  |
| Sort Code |  |
| Account Number |  |
| Bank Society Roll Number (if applicable) |  |
| Do you use a Factor Company? Y or N |  |
| Factor Company Details |  |

**Supplier Self Service**

Supplier Self Service is available to all businesses supplying commercial goods and services to organisations within our partnership. You can:

* change business and bank details
* check status of invoices and payments
* check status of purchase orders
* check recent activity on your account
* upload invoices for payment by the HCC Processing Centre
* raise enquiries

Each new supplier will receive instructions once the IBC has set up their account in the system. \*\*There will need to be two mobile phone numbers provided for security verification purposes. More contacts can be added to an account once registration is complete.

**Invoice Requirements**

Please ensure that all invoices quote a valid purchase order, if you have not received a purchase order please query this with the relevant team that you are dealing with at the relevant Council. Any invoices received without a purchase order will be automatically rejected.

In order for an invoice to be legally compliant an invoice must contain the following:

**Your (Supplier) Name and address**

**Invoice Date** (please ensure your invoice is dated)

**Invoice Number** (each invoice you send is unique and each invoice should contain a different invoice number for each invoice you send)

**Vat Number** (if you are vat registered please quote your 9-digit vat number on the invoice)

**Sending Invoices by Post & E Mail**

Any invoices sent by E Mail should be in pdf format, each attachment should contain only one invoice

If sending by post, please note the unique details shown below:

Hammersmith and Fulham Council

HCC Processing Centre,

PO Box 652,

Hampshire

SO23 3NP

Invoices/Credit Notes to: [VIMEnquiries@hants.gov.uk](mailto:VIMEnquiries@hants.gov.uk)

For invoice and payment queries Contact <https://www.hants.gov.uk/business/suppliers/contactus>