

LBHF Supplier Setup Form

# 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)

# CONTACT DETAILS

Address

Postcode

Country

Contact Name

Contact Phone Number

Contact Email – Purchase Orders

Contact Email - Remittances (if different from above)

# 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)

# 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

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