

New Supplier Process for Individuals and Personal Service Companies (Service Intermediaries)



1) Engage with P&OD to assess Service Provider's employment status

Before following the below steps you must first review the Self Employed Status Policy and follow the guidance in steps 1-4 here: [Self Employed Status Policy](#)

Please note if you have not followed this guidance and received approval from P&OD (People & Organisational Development) to progress, the new supplier request will be rejected.

2) Complete the New Supplier form

If the Purchasing Officer is satisfied that the new supplier request meets the new supplier mandatory requirements, complete [New Supplier Request Form](#)

The information which you include in the form should agree to the details included in supplier verification provided in step 3. You may wish to request these documents up front as the source of information to complete the form.

Upon completion, an email will be auto-generated to Procurement.

Separately send the P&OD approval memo, Service Provider Task Brief Form & CEST tool Output to procurementhelpline@glasgow.ac.uk for review.

Once procurement have reviewed, checked and approved the supplier, they will email the Purchasing Officer to confirm approval and the next steps in the process.

3) Supplier Verification

When approval has been received from Procurement, the Purchasing Officer must then email the below documentation to the Data Control team - findata@glasgow.ac.uk

	Document	Obtained
1	CEST Tool Outcome	
2	Completed Service Provider Task Brief form	
3	P&OD approval of CEST outcome	
4	Approval email from Procurement, including the complete web form data	
5	Proof of Bank details in the form of: <ul style="list-style-type: none">• Bank Statement or Screenshot from Online Banking System/App – clearly displaying the Bank Name, Account Name, Account Number and Sort Code (or foreign equivalent). <i>Transaction data is not necessary and can be redacted.</i> OR	

	<ul style="list-style-type: none"> • Blank Cheque (Scored Through) - clearly displaying the Bank Name, Account Name, Account Number and Sort Code (or foreign equivalent) 	
6	<p>Where the supplier is a personal service company (or other service intermediary such as a partnership) – Company Information on letter headed paper containing following details:</p> <ul style="list-style-type: none"> • Bank Sort Code • Bank Account Number • Bank Name (only required for foreign suppliers) • Bank Branch Address (only required for foreign suppliers) • Bank Currency • Contact Telephone Number • E Mail Address • VAT Registration Number (if applicable) • Company Registration Number (if applicable) • Company Registered Address • Number of Employees 	

4) Complete

Once the supplier set up in the Finance System is complete, Data Control will contact the Purchasing Officer to confirm the new supplier ID. SLA for Finance System set up is 5 days from receipt of all documentation in step 3.

Owner: Procurement/Accounts Payable

Date: 11th June 2025