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| C:\Users\Glubas\Desktop\IET_Logo_Mono_Greyscale.png | New Supplier FormPlease complete in BLOCK CAPITALS, all fields are mandatory unless indicated.  |

Completed, signed, forms should be e-mailed to your IET staff contact as a PDF file (not WORD file) together with a signed cover letter on company/ organisational letterhead.

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| \*Supplier is a (please select): | Choose an item.  |
| \*Company/Organisation Name  | Click here to enter.  |
| \*Business owner (for individuals) | Click here to enter.  |
| \*Company/Charity Reg. | Click here to enter. | VAT No. (or N/A): Click here to enter. |
| \*Company/Organisation Address and Post Code | Click here to enter. |
| \*Organisation e-mail | Click here to enter. |
| \*Organisation Tel No. | Click here to enter. |
| \*Organisation Website Address | Click here to enter. |
| \*Finance Contact Name | Click here to enter. |
| \*Finance Contact Position | Click here to enter. |
| \*Finance Contact e-mail | Click here to enter. |
| \*Finance Contact Tel No. | Click here to enter. |
| Finance Contact Address & Post Code (if different from above) | Click here to enter. |
| \*Bank Name | Click here to enter. |
| \*Bank Address & Post Code | Click here to enter. |
| \*Bank Account Name | Click here to enter. |
| \*Sort Code (UK only) / \*Account No. | Sort code: Click here to enter. | \*Account No: Click here to enter. |
| \*Swift Code (non-UK suppliers) | Click here to enter. |
| \*IBAN (European suppliers) | Click here to enter. |
| Preferred Currency (If not £) | Click here to enter. |
| \*Contact at IET / Position | Name: Zoe Buss | Position: Education Manager – Regional Liaison (EEGS) |

**Supplier’s Declaration:** I confirm that as at the date of signing of this form, all the information that has been entered on this form is accurate and correct and I accept responsibility for any errors. I confirm I have read the Code of Business Conduct for suppliers and I do not have any matters to declare in respect of potential conflicts of interest. I enclose a covering letter on company/organisation letterhead.

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| **Supplier’s sign-off:** | \*Name: Click here to enter. | \*Position: Click here to enter. |
| \*Signature:  | \*Date: Click here to enter a date. |

For individuals / sole traders only: please ensure you complete New Supplier Form B (available from your IET contact) to confirm your tax status.

IET STAFF: By forwarding this form and organisational letterhead to “financeap@theiet.org”, you acknowledge this form is complete and accurate and in accordance with IET procurement guidelines. In addition, you acknowledge that you are not aware of any direct interest in transactions with this supplier by you, any member of your close family, or your staff. Any known direct interest should be disclosed to the Chief Executive & Secretary.

**Code of business conduct for suppliers to the Institution of Engineering & Technology & its subsidiaries (‘the IET’)**

The IET expects its employees to comply with the law and act ethically in all matters. IET has the same expectations of our suppliers and this code establishes the general expectations for our suppliers. This code is not intended to supersede the terms of supplier contracts which may have more specific provisions for similar issues.

***Conflicts of interest***

IET staff should act in the best interests of the organisation and must declare to the IET any relationship, financial or otherwise, with any supplier or potential supplier and cease involvement with that supplier relationship.

Suppliers should not make any payment to any IET staff, their family or associates, directly or indirectly, in relation to any contract or transaction or use any such relationship to influence business judgements.

Any potential conflict should be disclosed to the IET, including any relationship between you and any organisation or individual you may recommend to us during the course of our relationship.

***Gifts and entertaining***

IET staff are prohibited from accepting anything other than token gifts or modest hospitality appropriate to an open and transparent business relationship such as occasional drinks or ordinary business lunches.

***Ant-Bribery and Anti-Corruption***

Suppliers must comply with international anti-bribery standards as stated in the United Nations Global Compact and local anti-corruption and bribery laws including the Bribery Act 2010. In connection with any transaction as a supplier to the IET the supplier must not transfer anything of value, directly or indirectly, to any government official, employee of a government-controlled company, or political party, in order to obtain any improper benefit or advantage.

**Administration of orders and invoices**

You should expect to receive a Purchase Order (PO), or PO number, from your IET business contact. All invoices must be sent directly to: IET Finance Department, Futures Place, Kings Way, Stevenage, Herts, SG1 2UA, UK and include the purchase order number.

Invoices which do not include a valid PO number will be returned and may delay payment. Our payment terms are 30 days from the receipt of satisfactory goods or services, or a valid invoice; whichever is later.